



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Regular Meeting Minutes
Thursday, June 4, 2009
4:00 P.M., City Hall Room 103

I. CALL TO ORDER

Civil Service Commission President David Newsom called the meeting to order at 4:02 p.m.

Others present were Civil Service Commission Vice President Shontea Jenkins, Commissioner Roger Brink, and Civil Service Director Karen Scholle.

II. MINUTES

With no changes to the proposed minutes of the April 2, 2009 regular Civil Service Commission meeting, the following action took place:

Motion by Vice President Jenkins, support by Commissioner Brink, to accept the minutes of the April 2, 2009, regular Civil Service Commission meeting as presented.

VOTE: President Newsome, yes; Vice President Jenkins, yes; Commissioner Brink, yes.
Motion passes.

III. ACTION AGENDA

There were no items on the action agenda.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Clerical and Unrepresented Performance Appraisals

Yearly performance evaluations for the clerical bargaining unit and unrepresented employees went out the week of May 26 with a requested return deadline date of June 19, 2009. This allows sufficient time for processing paperwork for anyone receiving a step increase and payroll changes.

B. WIA Work Experience Program

The City intends to participate in the Workforce Investment Act Work Experience Program whereby Michigan Works! places disadvantaged youth works with the City to gain work experience. These workers fill only positions that the City as a rule would not fund.

C. Office Operations

Due to the generosity of Community & Neighborhood Services Director Wil Griffin's CDBG funding, Civil Service will benefit from the services of a Julie Hackley Intern this summer. She will work under the guidance of Civil Service Administrative Secretary TaLonda Robinson, with the first project being completion of record purging from the basement storeroom area and electronic storage of necessary information.

D. City Layoffs

Due to revenue shortfalls, the City of Muskegon must implement a reduction-in-force (RIF) to address financial challenges. The income deficit is the result of increasingly reduced state revenue sharing dollars and declining income and property tax receipts. The City Commission took action on June 9, 2009, authorizing the reduction in force, and Civil Service carries out the action plan.

V. **STATUS OF RECRUITMENTS**

A. City Part-time/Limited Positions 2009: Applications are picking up with 28 applications for Senior Transit Worker, 13 for School Crossing Guard and 30 for Marina Aide on file. Also there is one application each for Aquatics Director and one for Facility Supervisor for summer work.

B. Customer Service Representative I 2008-09: There are 126 applications on file.

C. Beacon Services Contractual Seasonals: Hiring for the Public Works summer positions is complete; Leisure Services summer staff hiring is nearly complete. Office contractual workers transitioned over to the new provider with five office temporaries currently working.

D. Mechanic: One requisition is on hold per DPW management.

E. Police Officer 2008-2009: There are 45 applications on file.

VI. **APPOINTMENTS**

A. New Appointments:

Part-time or Seasonal Employees:

Sarah Kirby, Aquatics Director 4/20/09

Britton Kleaveland, Marina Aide 5/12/09

Breanna Smolen, Marina Aide 5/20/09

B. Promotions:

Permanent Employees

Helen Wilcox, CSR II – 4/5/09

Part-time or Seasonal Employees:

C. Transfers:

D. Temporary Assignments:

E. Other:

VII. **SEPARATIONS**

A. Resignation:

Permanent Employees

Mark Kincaid, Deputy Public Safety Director, 5/15/09

Part-time or Seasonal Employees:

Lori Fulton, Crossing Guard, 5/15/09

B. Other

Retirements:

Robert Fountain, Special Operations Supervisor, 4/30/09

VIII. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence:

Kenneth Chudy, Fire Battalion Chief, received a license as a paramedic.

Scott Hemmelsbach, Fire Fighter, received a certificate of training for Basic and Advanced Disaster Life Support courses.

Brian Marek, Fire Fighter, received a certificate of training for Advanced Disaster Life Support courses.

B. Letters of Appreciation:

Emilio Trejo, Police Officer, received a thank you letter from Citizen Carrie Wilson for his help.

Evelyn Hoffman, CSR II, received a thank you note from citizen Linda Woods for her help.

Brian Heath, Civil Engineer, received a thank you note from the Chalet Floral.

Donna Mayol, Administrative Secretary, received a letter of appreciation from Pioneer Resources.

All Firefighters received a thank you note from citizen Shirley Hulets for their help.

Muskegon Police Department and in particular Police Officer Tim Thompson, received a thank you note for providing help and safety from Jerry and Mary Norton of Schoolcraft, MI.

Dennis Lord, Police Lieutenant, received a thank you for his hard work and professionalism from Dewolf and Associates.

IX. OLD BUSINESS:

X. OTHER BUSINESS

A. Temporary Staffing Services

CNS	\$1,126.35	(03/01/09-03/07/09)
CNS	\$1,096.57	(03/08/09-03/14/09)
CNS	\$1,156.13	(03/15/09-03/21/09)
CNS	\$1,200.80	(03/22/09-03/28/09)
CNS	\$1,154.70	(03/30/09-04/03/09)
Engineering	\$ 386.75	(03/30/09-04/03/09)
Leisure Services	\$ 273.00	(03/30/09-04/03/09)
CNS	\$1,078.56	(04/06/09-04/10/09)
Engineering	\$ 482.63	(04/06/09-04/10/09)
CNS	\$1,135.98	(04/13/09-04/17/09)
Clerks	\$ 181.91	(04/13/09-04/17/09)
Engineering	\$ 508.37	(04/13/09-04/17/09)
Clerks	\$ 371.31	(04/20/09-04/24/09)
CNS	\$1,157.51	(04/20/09-04/24/09)
Engineering	\$ 514.80	(04/20/09-04/24/09)
Clerks	\$ 351.77	(04/27/09-05/01/09)
CNS	\$1,128.80	(04/27/09-05/01/09)
Engineering	\$ 514.80	(04/27/09-05/01/09)
Clerks	\$ 455.99	(05/04/09-05/08/09)
CNS	\$1,150.33	(05/04/09-05/08/09)
Engineering	\$ 514.80	(05/04/09-05/08/09)
Clerks	\$ 390.85	(05/11/09-05/15/09)
CNS	\$ 856.06	(05/11/09-05/15/09)
Engineering	\$ 450.45	(05/11/09-05/15/09)

Clerks	\$ 260.57	(05/18/09-05/22/09)
CNS	\$1,121.62	(05/18/09-05/22/09)
Engineering	\$ 469.76	(05/18/09-05/22/09)
Clerks	\$ 241.03	(05/26/09-05/29/09)
CNS	\$ 882.94	(05/26/09-05/29/09)
Engineering	\$ 411.84	(05/26/09-05/29/09)

TOTAL \$21,026.98

C. Public Comments

There was no public comment at the meeting.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 4:35 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE
CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

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Ann Marie Becker, City Clerk
933 Terrace Street
Muskegon, MI 49440
(231) 724-6705

(06 09 CSC Minutes)